

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING  
CLEARVIEW, 198 COUNTY DF, IN THE CHAPEL  
JUNEAU, WI 53039**

**APRIL 5, 2017**

**MINUTES**

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff  
Jeff Duchac  
Dan Hilbert  
Tom Schaefer

**ALSO PRESENT:** James Mielke, Dodge County Administrator; Jane E. Hooper, Clearview Administrator; Charles W. Frinak, M.D., Medical Director; Ann Schulz, Director of Nursing; Erin Blank, Assistant Director of Nursing; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Jim Hill, Director of Environmental Services; Heather Hearley, Director of Dietary; Jessica Streat, Assisted Living Supervisor; Dawn Oechsner, Brain Injury Center Rehab Specialist; Kevin Nakielski, Information Technology ~ Database Administrator; and Jill Soldner, Administrative Secretary.

**ABSENT:** Lisa Derr.

3. **APPROVAL OF MINUTES OF FEBRUARY 13, 2017 MEETING:** Motion made by Schaefer to approve the February 13, 2017 Minutes; seconded by Hilbert. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Hilbert to deviate from the Agenda if required; seconded by Duchac. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.

8. **CENSUS REPORTS:**

CBIC:	20 of 30, with 1 returning from the hospital, 1 discharge on Friday, 1 admission on Monday, and 1 admission on Wednesday
Clearview:	119 of 140
Clearview Behavioral Health 1/2:	19 of 20, with 1 possible admission and 1 upcoming discharge
ICF-IID (formerly FDD):	43 of 46 (2 recent discharges)
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	19 of 20, with 1 possible admission next week

9. **ADMINISTRATOR'S REPORT:**

- **Approval of Friends of Clearview Expenditures:** Motion by Duchac to approve the requested expenditures in the amount of \$2,235.00; seconded by Hilbert. Motion carried.
- **View of a Clearview Department ~ Dr. Charles W. Frinak:** Dr. Charles W. Frinak, Medical Director at Clearview, discussed his time at Clearview. He started as Medical Director in September 2010, while continuing with his family practice half-time. He retired from private practice in December 2014. He is at Clearview four days a week on a two-weeks on, two-weeks off basis (Dr. Victor Caceres is here when Dr. Frinak is off). He went on to discuss his duties in his role as Medical Director.
- **View of a Clearview Department ~ Brain Injury Center Family Member:** A family member of a brain injury participant discussed her family's experiences with the Brain Injury Center and Clearview. Jackie Kuhl, Brain Injury Center Coordinator, and Dawn Oechsner, Rehab Specialist, also participated in the discussion.
- **Home and Community-Based Services ("HCSB") Remediation: Clearview Community Group Home:** A "Notification of Remediation Needed to Meet the Medicaid Waiver Home and Community-Based Services Settings Requirements" was sent to Clearview regarding Clearview Community Group Home (Adult Family Home). Assisted Living facilities are under tightened scrutiny on campus grounds as to each individual having privacy in their sleeping or living unit. Notifications were sent to the residents and family members regarding having keys to individual rooms – keys were declined at the present time by each resident and/or their legal representative. It is noted that keys may be requested and given in the future if desired. The Facility Observation Report and Request for Provider Remediation Activities, Living Unit Key Policy, signed acknowledgments by residents and/or their legal representatives (accepting or declining a key), and pictures of the locks and keys were submitted to the Department of Health Services – Division of Medicaid Services, on March 31, 2017.

- **Update: Request for Proposal (“RFP”) ~ Clinical / Billing Software:** Kevin Nakielski, Information Technology Database Administrator, discussed the ongoing process of choosing a new clinical / billing software system for Clearview. He explained that Clearview and the IT Department used a scoring procedure to determine which software product to select. Three software options were explored through the RFP process: “Point, Click, Care,” “American Data,” and “MatrixCare.” Clinical, the Dietary Department and the Finance Department provided their views of the RFP process and of the product that was selected. After on-site visits with other facilities using these software packages, and demonstrations presented by the companies and process of evaluation, MatrixCare appears to meet the needs best for Clearview. MatrixCare is a subscription-based software and is cloud based. The software is in the budget for 2017; the goal is to have MatrixCare up and running by January 1, 2018.
- **Joint Meeting with Information Technology ~ April 18, 2017:** A joint meeting, seeking approval of the budgeted purchase of the MatrixCare software package, between the Health Facilities Committee and the Information Technology Committee, will take place on **Tuesday, April 18, 2017, at 7:45 a.m. at the Administration Building, 127 East Oak Street, Rooms 1H and 1I.**
- **Update: Exit Interview ~ Angi Zilliox:** No action was taken on exit interviews; it will be put on the April 26, 2017 meeting Agenda.
- **Update: Siding Replacement Project:** Hooper and Hill updated the Committee:
  - **CertainTeed Fiber Cement Siding Settlement Fund:** The first of two settlement checks (50% of the claim value) was received on March 10, 2017, in the amount of \$60,614.38 from CertainTeed Fiber Cement Siding. The second payment will be made at the end of the claims period. The amount payable depended on a number of factors: (1) the extent of the qualifying damage; (2) how much of the siding on the wall had qualifying damage; (3) the size of the wall; and (4) the length of time the siding had been installed.
  - **Boldt Trailer / Wind:** Boldt was notified about their trailer being slanted. In the interim, Hill blocked up the tires; Boldt did straighten the trailer out.

Hill will conduct a further assessment of the siding and report to the Committee at the June 7 meeting.

- **Vehicle Purchase / Bids ~ Jim Hill:** Jim Hill discussed the vehicle bids that will be going out in the mail in the next day or two, to car dealerships. A rear-entry van is desired as opposed to previously purchased side-entry vans. Handicap parking stalls at Clearview may need to be adjusted to accommodate the rear-entry van. The van is in the 2017 budget for \$45,000; it is estimated the van will

be approximately \$38,000 to \$40,000 to purchase. The van being replaced will be used by Northview Heights; one to two other vehicles of Clearview will be placed on the on-line auction for sale. The bid opening will be held on Tuesday, April 25, 2017, at 1:00 p.m. and the winning bid will be announced at the April 26 Health Facilities meeting.

- **Update: Accounts Receivable / Aging Accounts:** The Committee was updated on the status of several old accounts receivable. Wiley provided the current balance of the allowance for doubtful accounts and that he is reviewing several potential write-offs to determine if any further action to collect is available.
- **Report on LeadingAge "Peak Leadership Summit" ~ Washington, D.C.: March 18 through March 22, 2017:** Administrator Hooper reported on a conference she attended from March 18 through March 22, 2017 in Washington D.C. ~ LeadingAge "Peak Leadership Summit." She and LeadingAge Wisconsin members met with Congressman James Sensenbrenner, U.S. Representative Glenn Grothman, and Congressman Sean Duffy, as well as staff members from the offices of Congressman Mike Gallagher, U.S. Senator Tammy Baldwin, U.S. Senator Ron Johnson, and Congressman Paul Ryan. Discussions were had regarding three main issues:
  - (1) Medicaid Reform, requesting Congress to support any of those fundamental changes to Medicaid's structure and financing that would adequately provide for the essential long-term services and supports necessary for Wisconsin's long-term care population. Elderly persons and persons with disabilities in need of long-term care services would be "carved out" of an per capita funding mechanism and remain under the traditional federal/state funding program.
  - (2) Mega Rule, urging Congress to direct CMS officials to suspend nursing home Mega Rule to re-evaluate provisions as necessary.
  - (3) Home and Community-Based Services remediation, urging Congress to direct CMS to suspend the Medicaid restriction on coverage of home and community based services that has created obstacles for older adults living in campus-based settings.

Hooper mentioned that the week she was in Washington D.C., the bill proposal for repealing and replacing the Affordable Care Act was occurring that week, which ended up being pulled at the end of that week.

#### **FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:**

- **2016 Financial Update:** Wiley provided the Committee with a summary of how Clearview ended fiscal year 2016. He stated that the numbers provided did not include end of year adjustments or auditor adjustments so that the report ending balance could change. Clearview reported 98.4% of its budgeted revenue in 2016 and reported only

97.9% of the projected expenses for the year. Wiley also noted that the capital budget that was slated to be used in 2016 for the siding project has been carried over into the 2017 capital budget for Clearview. Wiley also noted that capital purchases were placed on hold during the latter part of 2016 due to low census.

- **2017 Budget Adjustment Request:** A request to reallocate capital funds in the amount of \$9,400 was made. The funds would be used to replace the control units on all of the household display boards. At a recent visit by state assessors, it was suggested that the boards that currently don't work be fixed so that families are updated with facility information. The new control units will make the updating of facility and household information much more efficient. The transfer is to decrease the budgeted amount in moveable equipment and the increase offset will be for computer equipment.
10. **NEXT MEETING DATES:** Joint Meeting (with IT) on *Tuesday, April 18, 2017 at 7:45 a.m.* at the Administration Building, 127 East Oak Street, Rooms 1H and 1I, and *Wednesday, April 26, 2017, at 11:00 a.m.*, in the Gathering Room / Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by the Chair, to adjourn. Meeting adjourned at 10:19 a.m.

Dated this 26<sup>th</sup> day of April, 2017.

Respectfully submitted,

  
\_\_\_\_\_  
Thomas Schaefer, Secretary